

**National Institutes of Health  
Warren Grant Magnuson Clinical Center  
Nursing Department**

**POLICY:**     Competency Validation

Nursing Department employees will demonstrate competence annually, using the Clinical Center Three-Tiered Competency System.

Nurse Managers will document employees' competence using the ND Competence Assessment and Performance Evaluation (CAPE) format.

All Nursing Department (ND) employees will complete the following competencies:

- Clinical Center Competencies and Nursing Department Readiness to Practice Competencies, within 45 days of entry on duty and annually.
- Program of Care Orientation/Job Specific Competencies (POC), within the timeframe agreed on by the Supervisor and the employee.
- Revalidation of Job Specific/POC Competencies and any newly identified competencies, annually.

Nurse Managers and Clinical Nurse Specialists will review the POC Orientation Competencies to ensure they are relevant and comprehensive based on current practice. This review will be completed by March 31<sup>st</sup>, every year.

**PURPOSE:**   To ensure that all Nursing Department employees demonstrate competence in performing their duties and responsibilities.

Attachment A:	Education and Training Requirements Table
Attachment B:	Clinical Center Competency Documentation Form
Attachment C:	Nursing Department Readiness for Practice and other Competencies Requiring Annual Revalidation Documentation Form
Attachment D:	Program of Care Competencies Documentation Form
Reference:	NIH Clinical Center Nursing Department Competency Program 2000-2002 Nursing Department Competence Assessment and Performance Evaluation (CAPE) NIH Clinical Center Policy: Staff Competency Feb. 2000

Approved:

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Jacques Bolle, RN, DNSc  
Acting Associate Director for Nursing

Formatted: 7/97  
Implemented: 10/97  
Revised: 5/00  
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## Education and Training Required on an Annual Basis

Training Requirements	Frequency	Dept. Required	Employee	Training Options	Doc
<b>Clinical Center Competencies:</b> Fire Safety Emergency Preparedness Diversity Appreciation/Communication Quality Improvement Sexual Harassment	Annual	CC	RN/LPN/C RSC&A/S	CC Home Page, WEB Lecture d'Medici/WEB  (diversity appreciation class attendance –As soon as is scheduled)	ANSOS, CC Comp Form NDPF  Certificate in NDPF EEO database
<b>Nursing Department Competencies:</b> Readiness for Practice	Annual	ND	RN/LPN/C RSC&A	ND orientation Peer, CNS, or supervisor evaluation	ANSOS, ND Comp Doc Form, NDPF
<b>Program of Care Competencies</b> New/problematic/or high risk competencies	Annual	ND	RN/LPN/C RSC&A	Inservices, peer, supervisor, or CNS mentoring and evaluation	ANSOS, POC Comp Doc Form, NDPF
<b>Mandatory Review (required by regulatory agencies)</b>					
Fire Safety	Annual	Fire Dept	RN/LPN/C/R SC&A/S	d'Medici	d'Medici
Infection Control	Annual	HES	RN/LPN/C/R SC&A/S	d'Medici	d'Medici
Radiation Safety	Annual	Rad. Safety	RN/LPN/C/R SC&A/S	d'Medici	d'Medici
Bloodborne Diseases	Annual	HES	RN/LPN/C/R SC&A/S	d'Medici	d'Medici
Tuberculosis	Annual	HES	RN/LPN/C/R SC&A/S	d'Medici	d'Medici
Handling Hazardous drugs	Annual	ND/Pharm	RN/LPN/C/R SC&A/S	d'Medici	d'Medici
<b>Other Competency Revalidation</b>					
Blood Update	3x first yr. then annual	DTM	RN/LPN/C/R SC&A/S	Classes/tapes	EC, D'Medici
Code Blue Trainer	Annual	ND	RN	Workshop/Service coordinators competency validation	ANSOS
Code Blue	Annual	ND	RN/LPN	Unit instructors	ANSOS
Patient Confidentiality	Annual	CC	RN/LPN/C/R SC&A/S	CC Home Page CC orientation	OPF
Point of Care Testing	Annual	DCP	RN/LPN	Unit Coordinator testing and revalidation	EC, ANSOS, D'Medici

**All Forms and Documents should be delivered/sent to The Privileging Coordinators Office  
Building 10 Room 8N223**

## Education and Training Required on an Annual Basis (cont)

Training Requirements	Frequency	Dept. Required	Employee	Training Options	Doc
<b>CPR</b>	Q 2yrs	ND	RN/LPN/C/	Unit, contract Bld 31	ANSOS
<b>Nursing License, Certifications</b>	Q 1-2 yrs	ND	RN/LPN/ RSA-PtCare	License or Certification Renewal	ANSOS
Government Ethics (Supervisors Only)	Annual	CC	GS15 & ↑	Inservices/video	NDPF
Supervisory, Management and Executive Training (Supervisors Only)	Annual	CC	HN Exec Staff	Internal/External	NDPF

## Education and Training To be completed during Orientation

CC orientation-I, II,III	Once	CC	RN/LPN/C RSC&A/S	CC orientation program	OPF
Program of Care and/or Job specific orientation	Once	ND	RN/LPN/C RSC&A	Unit specific Competencies, Educational programs, clinical evaluation by preceptors	ANSOS, NDPF POC Comp Doc Form, CAPES
Protection of Human Subjects	Once	OHRs	RN/LPN/C	SCD	OHRM, d'Medici
Research	Once	ND	CN 3 and ↑	Self study module/WEB	EC, d'Medici
Computer Security Awareness	Once	OIRM	RN/LPN/C/R SC&A/S	SCD/CC Home Page	Computer Sec. Doc Form, EC
Standards of Ethical Conduct	Once	CC	RN/LPN/C/R SC&A/S	CC orientation	OPF
Universal Precautions	Once	HES	RN/LPN/C/R SC&A/S	Lecture	HES
Back Safety	Once	ND	RN/LPN/C/R SC&A/S	d'Medici	ANSOS/ d'Medici

KEY: EC = Education Center  
HES = Hospital Epidemiology Services  
d'Medici = d'Medici Database  
S = Students  
C = Contract  
RSC&A = Research Support Clerk & Assistant

POC = Program of Care  
NDPF = Nursing Department Personnel Folder  
OPF = Official Personnel Folder (@ Exec. Plaza)  
PDR = Professional Development Record  
Comp Doc Form = Competency Documentation Form

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## Clinical Center Competency Assessment

Name: _____				
Position/Grade: _____	EOD: Date	Training Method	Assessment Method	Verification level

### INITIAL ORIENTATION (New Employees)

1. Date attended new employee orientation		XXXXXX	XXXXXX	XXXXXX
2. Date completed departmental orientation		XXXXXX	XXXXXX	XXXXXX
3. On the job orientation and training				
4. Evaluate and establish initial competencies				

### CLINICAL CENTER COMPETENCIES (All employees)

#### 1. Safety and Emergency Preparedness

Engages in proper safety, emergency preparedness, infection control practices.

##### Behavioral Indicators:

a) Safety and Emergency Preparedness: Demonstrates and/or describes how to respond to an emergency involving a life-threatening medical condition, security incident, failure of a critical building utility, fire or other hazardous materials incident. Procedures outlined in the CC Emergency Handbook.

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b) Infection Control: Demonstrates and/or describes proper universal precautions and appropriate measures for preventing the spread of infection.

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#### 2. Diversity Appreciation and Communication

Effectively communicates and interacts with patients, their families, and other external and internal customers (including fellow employees) from diverse backgrounds.

##### Behavioral Indicators:

Listens to others, asks for clarification when needed, and expresses one's own point of view in an objective and issue oriented manner. Is alert for and challenges inappropriate or offensive behaviors. Encourages diverse opinions and ideas when engaged in work projects or hospital activities. Utilizes translation services when needed. Utilizes appropriate hospital services when needed to communicate with employees and patients with speech and hearing disorders.

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#### 3. Quality Improvement

Provides quality service in all endeavors by supporting initiatives designed to improve individual and organizational performance.

##### Behavioral Indicators:

Understands, verbalizes and participates in the quality improvement process. Demonstrates knowledge of the Clinical Center's mission, vision and values.

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Training Method	Assessment Method	Verification Level Codes
C=Course/class/in-service M=Mandatory review P=Policy/Procedure AV=Audio/Visual DOC=Manual/Written Material S=Supervisory Instruction/Review O=Other	OB=Observation D=Demonstration V=Verbalization T=Test/Quiz DR=Documentation Review O=Other	S= Satisfactorily meets N= Needs Improvement

**Send to: Privileging Coordinator's Office (Room 8N223)**

**File in: Administration Services (Room 7D 37)**

**Employee Signature:** \_\_\_\_\_

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**Supervisor Signature:** \_\_\_\_\_

**NATIONAL INSTITUTES OF HEALTH  
WARREN MAGNUSON CLINICAL CENTER  
NURSING DEPARTMENT**

**Nursing Department Readiness to Practice and Other Competencies  
Requiring Annual Revalidation**

Name: \_\_\_\_\_ (Please Print) SS# \_\_\_\_\_ Date: \_\_\_\_\_

COMPETENCIES	Date	Evaluator Signature
<b><u>Clinical Practice</u> - The professional nurse identifies expected individualized clinical &amp; research outcomes then, designs and implements a plan of care. The professional nurse will:</b>		
<ul style="list-style-type: none"> <li>• implement age appropriate care to patients across the life span</li> <li>• Toddler (1-3 years)</li> <li>• Preschool Child (3-6 years)</li> <li>• School Age Child (6-12 years)</li> <li>• Adolescence (12-18 years)</li> <li>• Early Adulthood (18-44 years)</li> <li>• Middle Adulthood (45-64 years)</li> <li>• Late Adulthood (Over 65 years)</li> </ul>		
• safely monitor the patient receiving blood and blood products		
• create a caring, holistic and therapeutic environment		
• respond effectively in a patient care emergency		
• respond effectively to environmental hazards		
• safely monitor the patient receiving I.V. fluids		
• safely administer medications		
• complete a general health assessment		
• care for the patient with restraints and/or seclusion		
<b><u>Research</u> - The professional nurse participates in research activities/support and contributes to body of Nursing knowledge:</b>		
• support biomedical research		
<b><u>Education</u> - The professional nurse acquires and shares current knowledge/skills with clients, families, and members of the health care team. The professional nurse will :</b>		
• provide patient and family education		
<b><u>Ethics &amp; Law</u> - The professional nurse's decisions and actions reflect Ethical and Legal principles. The professional nurse will :</b>		
• apply ethical and legal concepts to the practice of nursing		
<b><u>Information Technology</u> - The professional nurse collects and manages data to apply in the decision - making process. The professional nurse will:</b>		
• access and utilize the information telecommunication systems		
<b><u>Leadership</u> - The professional nurse contributes to the professional development of peers, colleagues, and others.</b>		
• influences the activities of the unit, department and organization toward the attainment of strategic goals resulting in achievement of program and organizational goals		

**Nursing Department Readiness to Practice and Other Competencies**  
**Requiring Annual Revalidation**

Name: \_\_\_\_\_ (Please Print)      SS# \_\_\_\_\_      Date: \_\_\_\_\_

<b><u>Communication &amp; Collaboration:</u></b> The professional nurse provides effective communication and collaborates with members of the research and health care team.		
<ul style="list-style-type: none"> <li>effectively use communication and collaboration techniques and skills when interacting with people</li> </ul>		
<b><u>Management:</u></b> - The professional nurse considers factors related to safety, effectiveness and cost in managing, planning and delivering patient care.		
<ul style="list-style-type: none"> <li>applies appropriate policies, standards and administrative processes to resources, resulting in achievement of program and organizational goals.</li> </ul>		
<b><u>Diversity Appreciation</u></b> - The professional nurse provides care and outcomes that are culturally appropriate and sensitive.		
<ul style="list-style-type: none"> <li>effectively interact with patients, families, peers, and others from diverse backgrounds/cultures</li> </ul>		
<b>Other Competencies requiring revalidation (new, problem prone, high risk, and/or POC)</b>		
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Send to Privileging Coordinator's Office, Room 8N223  
File in Administrative Services' Office, Room 7D37

**Completion Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

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**NATIONAL INSTITUTES OF HEALTH  
WARREN GRANT MAGNUSON CLINICAL CENTER  
NURSING DEPARTMENT**

**Program of Care Orientation/Job Specific Competencies**

**Unit: \_\_\_\_\_ Program Title: \_\_\_\_\_**

**Name of Orientee \_\_\_\_\_ (Please Print)**

<b><u>Clinical Practice</u> Utilizing policies, procedures, standards of practice, and protocol/clinical practice guidelines cares for patients:</b>	<b>Date (mo/yr)</b>	<b>Evaluator Signature</b>
•		
<b><u>Clinical Practice</u> Cares for patients undergoing the following protocol and diagnostic related testing:</b>		
•		
<b><u>Clinical Practice</u> Safely operates the following equipment:</b>		
•		
<b><u>Research</u> The professional nurse participates in research activities/support and contributes to the body of nursing knowledge.</b>		
•		
<b><u>Education</u> The professional nurse acquires and shares current knowledge/skills with clients, families, and members of the health care team</b>		
•		
<b><u>Leadership</u> The professional nurse contributes to the professional development of peers, colleagues, and others..</b>		
•		
<b><u>Diversity Appreciation</u> The professional nurse provides care and outcomes that are culturally appropriate and sensitive.</b>		
•		
<b><u>Ethics and Law</u> The professional nurses' decisions and actions reflect ethical and legal principles .</b>		
•		
<b><u>Communication and Collaboration</u> The professional nurse provides effective communication and collaborates with members of the research and health care team.</b>		
•		
<b><u>Information Technology</u> The professional nurse collects and manages data to apply in the decision- making process.</b>		
•		
<b><u>Management</u> The professional nurse considers factors related to safety, effectiveness and cost in managing planning and delivering patient care.</b>		
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**Orientation Completion Date** \_\_\_\_\_  
**Signatures:**     **Preceptor** \_\_\_\_\_  
                           **Preceptee** \_\_\_\_\_  
                           **Head Nurse** \_\_\_\_\_

**SEND TO:**     Privileging Coordinator (8N233)  
**FILE IN:**     Employee Records, 10/7D37